



Memorandum

TO: Honorable Mayor and City Council

FROM: Robert L. Davis

SUBJECT: Evaluation of Public Safety
Grants Management Team

DATE: May 11, 2005

Approved /s/

Date 05/19/05

This memorandum is prepared in response to the Mayor's March 2005 Budget Message to evaluate consolidation of grant administration functions for the Police and Fire Departments, and the Office of Emergency Services; and to report on the progress of this consolidation, with a review of anticipated performance measures.

In the 2004-2005 budget process, Public Safety CSA partners identified grant administration as a as a priority for consolidation to achieve efficiencies. A Grants Management Team (GMT) was subsequently created in the Police Department's Fiscal Unit with staffing provided through the redeployment of a Senior Analyst and an Analyst. Overall supervision for GMT is provided by the Police Department's Chief Administrative Officer. This Team is tasked with the assignment to research, develop, apply, and monitor grants funding for the Police Department, as well as research and evaluate the appropriateness and application criteria of grants available to Fire Services. The Office of Emergency Services continues to manage grants programs such as the Metropolitan Medical Task Force Grant and the Urban Area Security Initiative.

In order to keep abreast of current federal and State grant procedures, GMT members participated in various training programs. To date, GMT members have received 48 hours of dedicated grants-related training, as well as on-the-job assistance from other staff members. Grants training included classes conducted by the Department of Justice, the Office of Traffic Safety, and the Firefighter's Association such as "Managing and Maximizing Justice Grants" and "Assistance to Firefighters Grant Program" workshop.

In the past eight months, the GMT has:

- Researched over nineteen grant opportunities of which four were not pursued due to significant cash match requirement (up to 50% cash match) or criteria was not applicable to San José.
- Applied for ten grant opportunities totaling \$4,177,401. The City has been awarded five of these, totaling \$951,699. The remaining five applications are pending review and final decisions from the granting authorities.
- Assumed management of five grants previously awarded totaling \$3,894,012 to the Police Department.

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Grant opportunities that have been awarded include equipment upgrades and specialized training, Driving Under the Influence Sobriety Checkpoints, Seat Belt Compliance Campaigns, and interoperable communications. The GMT has identified grant opportunities available to Fire Services and notified the Fire Department Liaison for evaluation. The Fire Department is currently waiting for an award of the FEMA grant for emergency kits for seniors and low income families (Grab-n-Go Kits) and Senior Safety Education grant opportunity to purchase smoke detectors. In addition, the Fireman's Fund Grant have provided funds for the Fire Department to purchase thermal imaging cameras.

The GMT has identified grant opportunities available to both the Police and Fire Departments. Grant opportunities for fire service has been provided to the Fire Department for evaluation. Grant opportunities not pursued include: Bullet Proof Vests (the vests allowed on the grant are not compliant with the San José Police Department standard) and the Title V Community Prevention Grants (grant requirements allow participation from a Probation Department only).

As this dedicated grants staff become more experienced with the needs of the entire Public Safety CSA, they can identify, evaluate, and pursue additional grant opportunities from both public and private funding sources. Evaluation teams have been developed within the CSA partners to develop continuity in the evaluation process. This process will be implemented during the next rounds of grant opportunities that will occur within the next few months.

With the high learning curve necessary for new staff to become familiar with all the granting sources, as well as learning enough about all the CSA partners needs to identify alternate funding sources, the GMT has been very successful in identifying and pursuing grants that are both appropriate to the Public Safety CSA and have minimal costs to the City's General Fund. Appropriate operational performance measures are under development and should be in place during the upcoming fiscal year.

/s/

ROBERT L. DAVIS

Chief of Police

RLD/MB